



	No. 08-01
Subject: Schedule for FY 2007-08 Year-End Closing	Date Issued: 03/7/2008
References: CALSTARS Procedures Manual Volume 7	Expires: 08/31/2008

PURPOSE:

To provide the operating and processing schedules for the 2007-08 Year-end to help departments achieve a smooth Year-end Closing.

GENERAL INFORMATION:

I. Reclassifications/Liquidations for Reverting Appropriations:

- A. CFY022 Process: For all reverting appropriations, this process reclassifies outstanding Accounts Receivable for Abatements and Reimbursements to Accounts Receivable-Other and liquidates outstanding encumbrances. Refer to Volume 7, Chapter 1, of the CALSTARS Procedures Manual (CPM) for specific information. The CFY022 process is scheduled as follows:
- On April 8 and April 18, the CFY022 process will produce reports only. The CFY022-2 Report lists all documents to be reclassified or liquidated. The CFY022-1 Report shows documents with invalid coding requiring departmental action. Accounting transactions will NOT be generated.
 - On May 1, the CFY022 process will generate input transactions. The CFY022-3 Report shows the transactions generated. The CFY022-1 Report shows exceptions that require departmental action. Since the reclassification of Accounts Receivable-Abatements affects expenditures, May 2 will be the first day for April Cost Allocation or Fund Split.
- B. CFY023 Process: This process reclassifies outstanding Accounts Receivable-Revenues in the Document File to Accounts Receivable-Other. More information is contained in Volume 7, Chapter 1, of the CPM. The CFY023 process is scheduled as follows:
- On May 22 and June 13, the CFY023 process will produce reports only. The CFY023-2 Report shows all documents to be reversed and reclassified. The CFY023-1 Report shows documents with invalid coding requiring departmental action. Accounting transactions will NOT be generated.
 - On June 30, the CFY023 process will generate input transactions to reverse and reclassify affected AR-Revenues. The CFY023-3 Report shows the transactions generated. The CFY023-1 Report shows exceptions that require departmental action.

II. Multi-Step Cost Process:

CALSTARS will run up to four steps of Cost Allocation and Fund Split each processing day. We will notify departments through the CALSTARS News if we cannot meet this schedule.

We recommend that departments request their month-end reports the day after they run their Cost Allocation/Fund Split Process. This gives them the opportunity to confirm that the process was successfully completed and there are no errors to spoil the reports.

III. Year-End Close/Year-End Open Process:

In early July the Year-end Close (YEC) and Year-end Open (YEO) processes will be run nightly for departments making the request. To run YEC, departments must receive approval from the CALSTARS HOTLINE (prior to 4:30 PM for same-day processing). Departments must then set the OC Table Run YEC Indicator before tables are closed for processing. The generated transactions from YEC will be processed during that night's Input/Edit/Update Process. Reports from the year-end process will be loaded to the YEC1 Ropes Queue as soon as the process is completed.

IV. Saturday Processing:

Processing is scheduled on Saturdays beginning July 5 and ending August 16. All data keyed from approximately 6:00 PM Friday until 1:00 PM Saturday of the scheduled weekend date will be processed. Weekend processing during this period includes Cost Allocation/Fund Split, Table Maintenance, IEUP, and all requested Standard reports. In addition, Labor Distribution will be run on July 5 and 12. To run Cost on Saturdays, departments must set the OC Table Run Cost indicator by 10:00 AM. N1 reports must be requested by 12:00 noon. External files must be uploaded (FTP) by 12:30 PM. For Labor, the OC Table Run Labor indicator must be set by 1:00 PM. Any changes to this schedule will be announced on the CALSTARS News. Watch for mid-morning News on Saturdays.

Reports from Saturday processing should be routed to the departments' local printers if they are needed for weekend work. Otherwise, reports will be available Monday morning.

The HOTLINE will be staffed from 8:00 AM to 1:00 PM on Saturdays from July 5 through August 16. The HOTLINE number is (916) 327-0100.

The Production Control Unit will be staffed from 9:30 AM to 2:00 PM on Saturdays from July 5 through August 16. The telephone number is (916) 323-7541.

V. Weekday Courier Service:

An additional weekday courier run is scheduled, if needed, from July 1 through August 20 for departments in the Sacramento downtown area. The courier will leave our location and begin the route at 8:30 AM and 1:30 PM weekdays.

VI. Requesting Reports during Year-End:

Departments can help reduce the reports workload during the year-end period by following these suggestions:

- If you do not receive your requested reports, check the CALSTARS News for an update on processing. Do not re-request reports unless specifically advised to do so either through the CALSTARS NEWS or over the phone. The CALSTARS News will be updated at 1:00 PM if requested reports are still outstanding at that time. Call the Production Control Unit at (916) 323-7541 if you do not see the necessary information on the news.
- Review your list of normally requested reports to insure that they are appropriate. Determine whether multiple requests can be consolidated.
- Verify that all your entered accounting transactions and monthly processes have completed satisfactorily before requesting final reports.

SCHEDULE DURING YEAR-END:

The operating/processing schedules during year-end are displayed on the following attached exhibits:

EXHIBIT A: Schedule of Critical Dates for 2007-08 Year-End; and
EXHIBIT B: CALSTARS Availability.

Any changes to the schedules will be published on the CALSTARS News. If you have any questions, please call the HOTLINE at (916) 327-0100 or your CALSTARS Analyst.

/s/Freda Luan-Dun

Assistant Program Budget Manager

Attachments

EXHIBIT A

Schedule of Critical Dates for the 2007-08 Year-End

April 8	CFY022: Reclassification of A/R-Reimbursement and AR-Abatements - Reports only.
April 18	CFY022: Reclassification of A/R-Reimbursement and A/R-Abatements - Reports only.
May 1	CFY022: Reclassification of A/R-Reimbursement and A/R-Abatements. Input transactions generated to reclassify the Accounts Receivables and to liquidate outstanding encumbrances associated with reverting appropriations.
May 2	First day departments may run their April Cost Allocation/Fund Split. Before this process is run, departments must clear all errors generated by the Reclassification program.
May 22	CFY023: Reclassification of A/R-Revenue - Reports only.
June 13	CFY023: Reclassification of A/R-Revenue - Reports only.
June 27	Last day to run Cost Allocation/Fund Split and Labor Distribution for May.
June 30	CFY023: Reclassification of A/R-Revenue. Input transactions generated to reclassify the Accounts Receivables-Revenue to Accounts Receivable-Other.
June 30	Month-end roll. System processing begins at 5:00 PM.
July 4	Holiday observed. No processing. CALSTARS is open for key entry.
July 5	Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Labor Distribution, Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
July 12	Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Labor Distribution, Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
July 19	Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
July 26	Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.

EXHIBIT A (Continued)

- July 30 Last day to run Cost Allocation/Fund Split and Labor Distribution for June.
- July 31 Month-end roll. System processing begins at 5:00 PM.
- July 31 Year-end statements due for General Fund, feeder funds, and economic uncertainty funds.
- August 2 Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
- August 9 Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
- August 16 **Last Saturday processing**: Cost Allocation/Fund Split is run at 10:00 AM. Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
- August 19 Last day to transmit automated year-end data to the SCO.
- August 20 Year-end statements due for all funds except General Fund, feeder funds, and economic uncertainty funds.
- August 28 Last day to run Cost Allocation/Fund Split and Labor Distribution for July.
- August 29 Month-end roll. System processing begins at 5:00 PM.

EXHIBIT B

CALSTARS Availability

CALSTARS is available for keying table maintenance and accounting transactions during the July 1 - September 1 year-end period as shown below. Except for Saturday processing, this same schedule is used throughout the year. Exceptions will be announced on the CALSTARS News.

	Mon	Tue	Wed	Thu	Fri	Sat <u>1/</u>	Sun <u>1/</u>
12:00 Midnight	NO					NO	NO
3:00 AM		NO	NO	NO	NO		
6:00 AM	YES	YES	YES	YES	YES	YES	YES
1:00 PM						<u>2/</u>	
6:00 PM	<u>2/</u>	<u>2/</u>	<u>2/</u>	<u>2/</u>	<u>2/</u>	YES	NO
12:00 Midnight	YES	YES	YES	YES	YES		

1/ CALSTARS is available for key entry on Saturdays from 6:00 AM to Midnight and on Sundays from 6:00 AM to 6:00 PM.

2/ System processing begins at 6:00 PM on weekdays and at 1:00 PM on those Saturdays scheduled in July and August. The system is still accessible during the time the system is being processed. However, online tables or batches with a Batch Edit Indicator value of '2' cannot be entered during system processing. You may also experience brief interruptions in using a particular Main Menu Function when files are required for system processing. The length of time these restrictions apply varies for each processing cycle. It could be anywhere from one to four hours depending on the transaction volume and availability of Department of Technology Services (DTS) computer resources. Any table maintenance or financial transaction batch input after the respective table or financial transaction file has been taken for the system process will be part of the next cycle.